Active Duty Rehire

Introduction   This section provides the procedure for completing the accession of a member with prior Coast Guard or Coast Guard Reserve service.
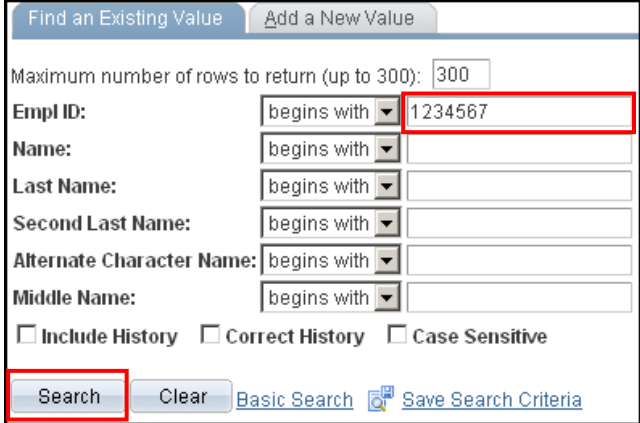
Before you Begin   **Important information about position numbers:** <u>Do not</u> assess a member to a position number at their destination. You must navigate to **Positions at a Department** and choose an active duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point. **Annotate this number**: it will be used later in the Accession process (step 16). The current path is: Develop Workforce|Manage Positions|Inquire|Positions at a Dept| Department ID

Note: **<u>Once the Accession is complete, remember you must PCS the member to the new duty station</u>; however, this is independent of the Accession process.**
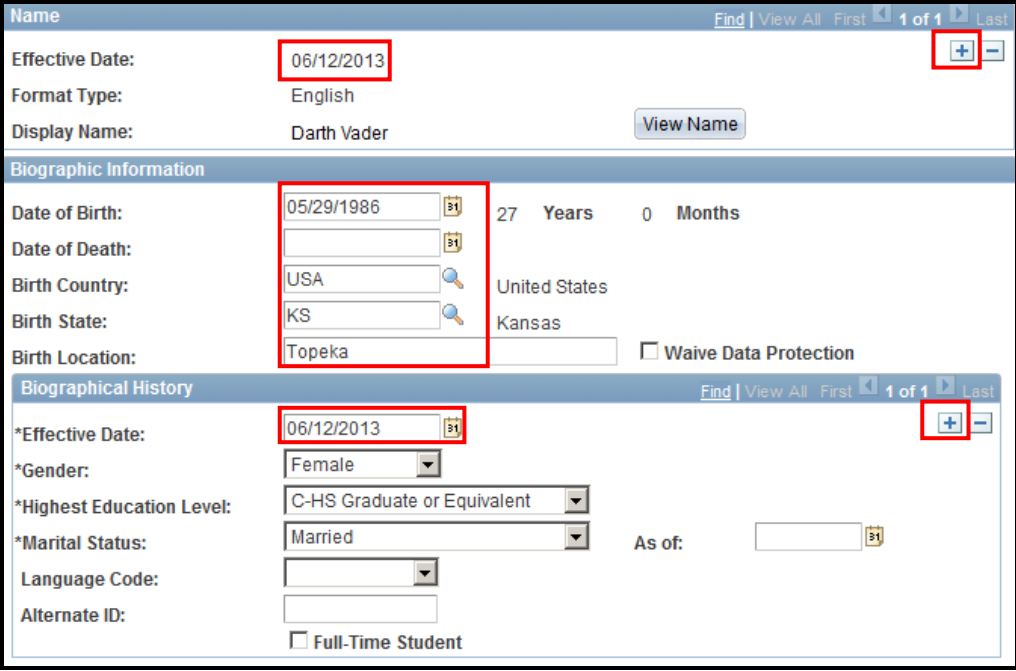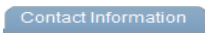
Procedure   Follow these steps to complete the accession of a member with prior CG service.

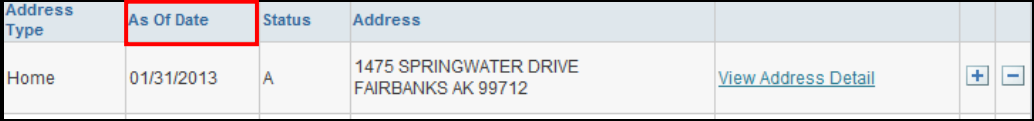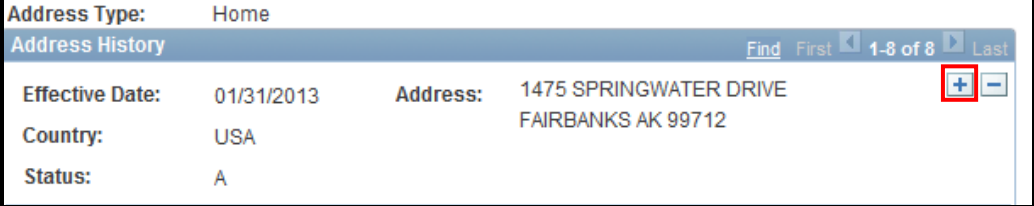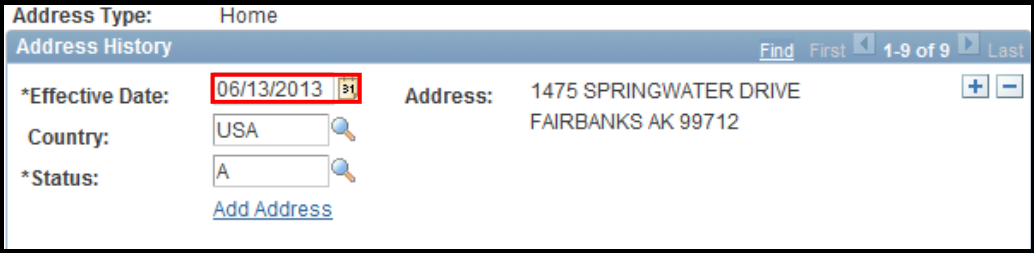| Step	Action
1	From the Portal Page, select **Personal Information** from the **HR Data Shortcuts** pagelet. Note: Should <u>Personal Information</u> block be missing from the pagelets, navigate to the **Enterprise Menu**/Workforce Administration/Personal Information/Modify a Person
2	Enter the member's Employee ID and click on **Search**.

Active Duty Rehire, Continued
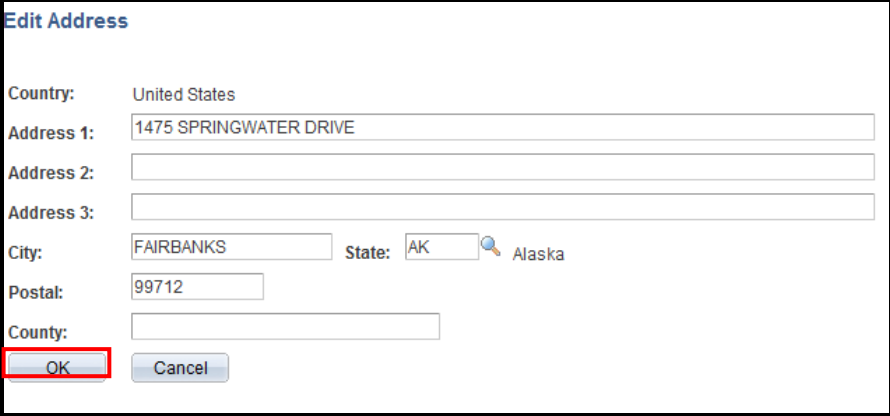
Procedure **(continued)**

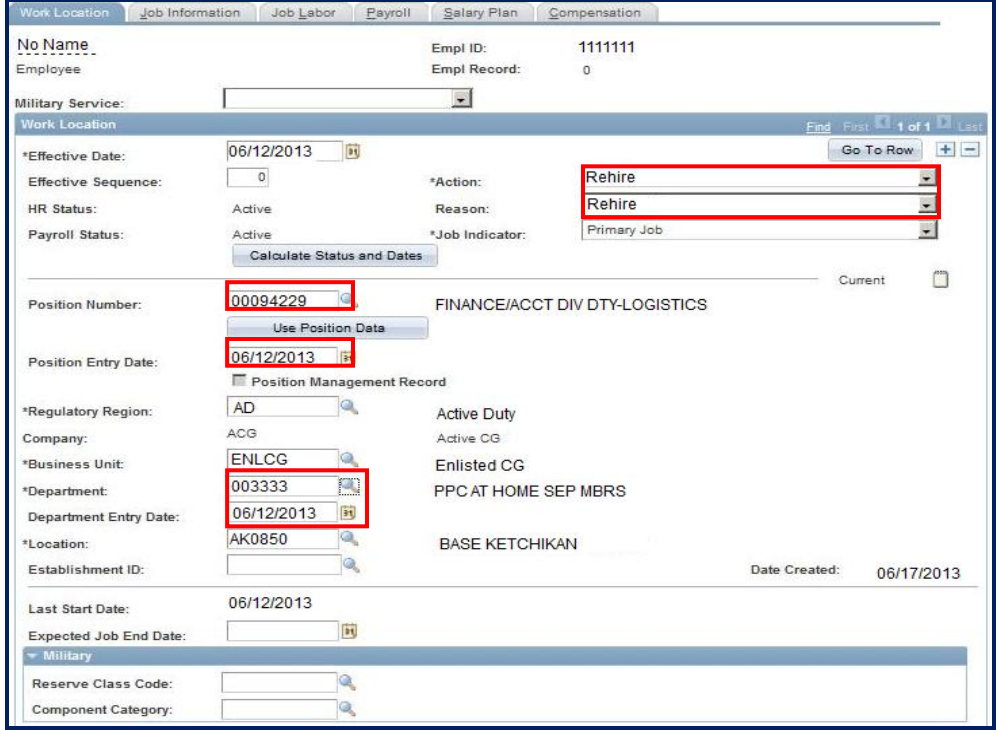| Step	Action
3	Scroll to the bottom of the page and click [Correct History] before making any changes.
4	 Informational blocks will default to previously entered data. **You must click on the plus (+) to update the file to <u>newly assessed date</u> both under <u>Name</u> and under <u>Biographical History</u> (adjust date as necessary).** Note: **should neither the Birth State nor Birth Location populate, you must enter the correct information** (these blocks must be populated or the approving authority will receive an error and not be able to approve). When completed, select the **Contact Information Tab**. [Contact Information]

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
5	 The system defaults the first address as Home and the <u>As Of Date</u> will be a previously entered date. Select the **View Address Detail** link.
6	 The effective date defaults to the previous date and may be edited to reflect the correct date of hire. Note: This date currently cannot be future dated. Click on the plus sign (+) to begin updating the address.
7	 Effective date will be today's date (change if necessary). Now, select <u>Add Address</u> to edit/change the address. This brings up the Edit Address block.
8	 You may now overwrite the address blocks. Do not use <u>Address</u> blocks <u>2</u> or <u>3.</u>

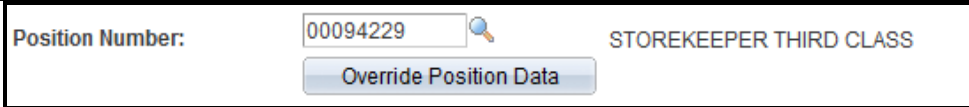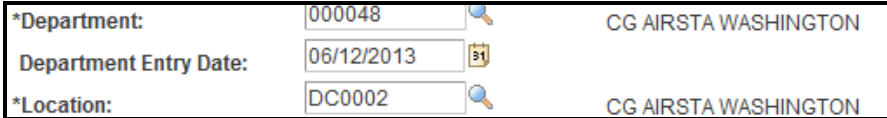# Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
9	**Edit Address** Country: United States Address 1: 1 STARSHIP LANE Address 2: Address 3: City: TOPEKA State: KS Kansas Postal: 12345 County: [OK] [Cancel] The address will display as entered. Select the **OK** button.
10	The Home address has been recorded.
11	**Current Addresses** Customize | Find | View All | First 1-3 of 3 Last Address Type | As Of Date | Status | Address Home | 06/13/2013 | A | 1 STARSHIP LANE TOPEKA KS 12345 | Edit/View Address Detail | + − | | | | Add Address Detail | + − Click on the plus (+) sign to populate the Home of Record field (you must now click on the drop-down to choose Home of Record). Billing Business Campus Check Dormitory Home of Rec
12	Home of ▾ Add Address Detail + − Click the Add Address Detail and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4. The mailing address may be updated in an identical manner.
13	The Phone Information, Email Address and Instant Message IDs are left blank. Select the **Regional** Tab. [Regional]

Continued on next page

Active Duty Rehire

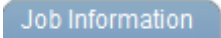# Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
14	Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank. Click Save and you should be navigated to the Job Data **Work Location** tab (if not, navigate yourself). You may have to change the **Reg Region to USA** to select the ethnic group
15	If for any reason you do not complete this accession during this session, you use the **Add Employee Instance** link in the **HR Data Shortcuts** pagelet. **Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Modify a Person or Job Data links.** Also, if you have not been navigated to this page by the system, you must self-navigate and enter the Employee ID number to access the Job Data platform. All previous Job Data entries will have been imported from the member's prior-service database record. Note: You must be in **Correct History Mode.** Click on the plus (+) sign and **follow the directions on the next page to adjust this tab's information**

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
16	**Additional Step Required When Accession Immediately Preceded by Discharge**: If the member was discharged the day prior to the date of accession, you must change the **Effective Sequence** field from "0" to "1". This condition creates two job rows with the same effective date. Changing the sequence number on the **hire job row** is necessary to save the data.
16A	The effective date defaults to a previous date. It must be overridden with the current hire date. • Choose Rehire from the Action block dropdown. • Choose Rehire from the Reason block dropdown. • Job indicator should be Primary Job. • Enter the Position Number previously annotated. The Position Entry Date, the Department Entry Date and the <u>Last Start Date</u> should populate with the correct (re) hire date. • Ensure that <u>Use Position Data</u> is no longer grayed out. • Once you have entered the new Position Number, you must click in the Position Number block to update the position number on your screen. This is a screen update only: the new narrative statement should appear: in this case: STOREKEEPER THIRD CLASS. Click on <u>Override Position Data</u>. You must also change the Department block (in this case we will enter 000048 but you may also use the lookup). The narrative statement to the right will change to the correct Department and Location. **<u>DO NOT SAVE</u>** until the last of Job Data information has been entered You should now move on the Job Information tab:

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
17	 The Job Code should have defaulted correctly; if not, enter the correct code. The Effective Date and the Entry Date should be correct. At this time, it is necessary you enter the appropriate Supervisor ID (EMPLID). Note: this is typically your auditor (HRSUP). Click on the Job Labor tab:

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
18	 Labor Agreement: should default to current labor agreement; in this case: ENL. You must change the **Labor Agreement Entry Dt** to the date of (re) hire.

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
19	 Scroll down the page to **Assigned Seniority Dates** and select **View All**.

Active Duty Rehire, Continued

Procedure **(continued)**

Step 20	

Assigned Seniority Dates

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	☑	
AD PAY SCALE DATE		06/12/2013	☐	
CMA DATE		06/12/2013	☑	
CURRENT AD DATE		06/12/2013	☑	
DIEMS DATE		01/31/2006	☑	
EXPECTED AD TERM DATE		06/11/2017	☑	
EXPECTED LOSS DATE		06/11/2021	☑	
JOB FAMILY ENTRY DATE		06/12/2013	☑	
MIL OBLIGATION COMPL DATE		06/11/2017	☑	
PAY ALLOWANCE DATE		06/12/2013	☑	
POINTS SWE DATE		06/12/2013	☐	
PAY BASE DATE		03/07/2009	☑	
DATE OF RANK	436094	06/12/2013	☐	
ROTATION DATE		07/01/2015	☑	

Recalculate Seniority Dates

Click on **Recalculate Seniority Dates** and enter dates as appropriate to the individual member's case:

- Active duty Base Date: Date of Enlistment Document and a Statement of Creditable Service (SOCS) request must be sent to PPC (ADV). Any necessary adjustments will take place later via the SOCS process (see E-Mail ALSPO B/15)
- AD Pay Scale Date: Date of Enlistment Contract
- CMA Date: (See Ch 3 of PAYMAN)
- Current AD Date: Date of Enlistment Contract
- DIEMS Date: Date Initial Entry Military Service (any component)
- Expected AD Term Date: Term of Service from date of Enlistment Contract (minus 1 day)
- Expected Loss Date: Term of Service from Enlistment Contract (- 1 day) or DIEMS date (whichever is greater)
- Job Family Entry Date: The date member first became rated in current rating (ie. SNBM, AET3...). Use the existing Job Family Entry Date from previous job row.
- Mil Obligation Completion date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (ie. VOLSEP)
- Pay Allowance Date: Date of Enlistment Contract
- Point Start Date: This date may only be adjusted by PPC (ADV) or use the existing Point Start Date from previous job row.
- Pay Base Date: If rehiring w/o break in service, use the existing PBD from previous job row. If Rehiring w/a break in service, use the Date of Enlistment Document and a Statement of Creditable Service (SOCS) must be sent to PPC (ADV). Any necessary adjustments will take place later via the SOCS process (see Email ALSPO B/15)
- Date of Rank: If rehiring w/o a break in service, use the existing DOR from previous job row. If rehiring w/a break in service, use the Date of Enlistment Contract.
- Rotation Date: Date of Enlistment Contract

Proceed to the Payroll tab Payroll

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Acton
21	The Pay Group should default to <u>USCG</u> **STG.** Select Salary Plan tab
22	Salary Admin Plan: Should default to **ENL**. Grade: must be in accordance with Job Code entered on the Job Information Tab. Step: Enter <u>appropriate step</u> from the dropdown. Grade Entry Date: Will default to date of (Re)Hire Step Entry Date: Will default to date of (Re) Hire. Click on the **Compensation** Tab

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
23	Click on the **Default Pay Components** button. This will update the **Compensation Rate** data and populate the Basic Comp Rate. Click the Employment Data link
24	This is a view-only page with no data to be entered Term of Enlistment is now done in **Contract Data**

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
25	Select the Benefits Program Participation link
26	Under **Benefit Program Participation** the **Effective Date** and **Benefit Program** should default to the date of (Re) hire and <u>ACG</u> respectively; if not, change appropriately. Click the **Job Data** link: This will navigate you to the **Work Location** tab.

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
27	 Click the **OK** button.

Procedure **(continued)**

Step	Action
28	You will receive several "Warning" messages: Head Count – Click the OK button. RESERVE UNBUDGETED POSITION **Message** Warning -- Head count of 1125 exceeds maximum head count of 0 for position. (1000,156) When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is. OK Cancel Hourly Rate – Click the OK button. RESERVE UNBUDGETED POSITION **Message** Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32) A minimum hourly rate is specified in the Salary Grade Table, and the hourly rate entered on this panel falls below that minimum. If the specified hourly rate is correct, leave as is. Otherwise, enter the correct hourly rate. OK Cancel

Procedure **(continued)**

Step	Action
28 Cont'd	Establishment ID Click the OK button.

Continued on next page

Active Duty Rehire, Continued

Procedure **(continued)**

Step	Action
29	After a successful Save you will be returned to the Organizational Relationships Tab. The Accession is now ready for review and approval.

Accession Approval
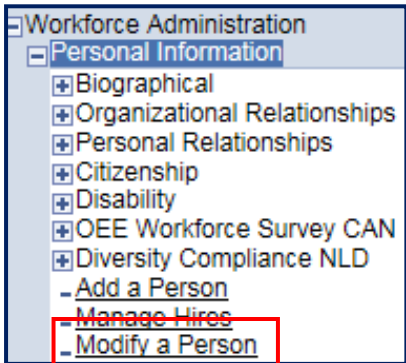
Introduction	This section provides the procedure for approving an accession.

Discussion	SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure	Follow these steps to approve an accession.

Step	Action
1	Review the rehire process prior to approval. **As approver you should review/audit the accession process prior to approval** To review/audit the rehire in the Enterprise Menu, select Workforce Administration, Personal Information and **Modify a Person**. You should also review Job Data on the HR Data Shortcuts pagelet: Once you have completed review, follow the procedures below for approval. From the Portal Page, select **Requests** located at the top of the page.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
2	 Click the **View My Requests (all types)** link.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
3	**View My Action Requests** Sylvester Cat 1. `My Submitted Requests' allows member to bring up only their Action Requests. 2. `Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. `All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to `My Submitted Requests' and Transaction Status of `Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ○ My Submitted Requests ● Requests I am Approver For ○ All Requests Transaction Name: All Transactions Transaction Status: Pending Submission From Date: Submission To Date: [Populate Grid] [Refresh] Select the **Requests I am Approval For** radio button. The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters. Click the **Populate Grid** button.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
4	**View My Action Requests** Sylvester Cat 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. ○ My Submitted Requests ⦿ Requests I am Approver For ○ All Requests **Transaction Name:** All Transactions ▾ **Transaction Status:** Pending ▾ **Submission From Date:** [ ] 📅 **Submission To Date:** [ ] 📅 [Populate Grid] [Refresh] Customize | Find | View All | 🔲 | 🔳 First ◀ 1-5 of 5 ▶ Last | Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
---	---	---	---	---	---	---	---
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny	 A listing of all accessions you have been identified for approval will be displayed. Select **Approve/Deny** for the member you are approving.

Accession Approval, Continued

Procedure **(continued)**

Step	Action
5	**Action Request** **Approval/SOD for Accessions** Darth Vader • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request Approvers** Approver: 7654321 Sylvester Cat Comment: [Approve] [Deny] **Accessions Hire Approval** ▽ **Delegation Approval Process:Pending** ⊕View/Hide Comments **One Approval level** **Pending** 🕐 Sylvester Cat Initial Approve Action Request ▽ **Comment History** Mickey Mouse at 05/18/2013 - 2:55 PM View History You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval. Select either **Approve** or **Deny.**

Accession Approval, Continued

Procedure **(continued)**

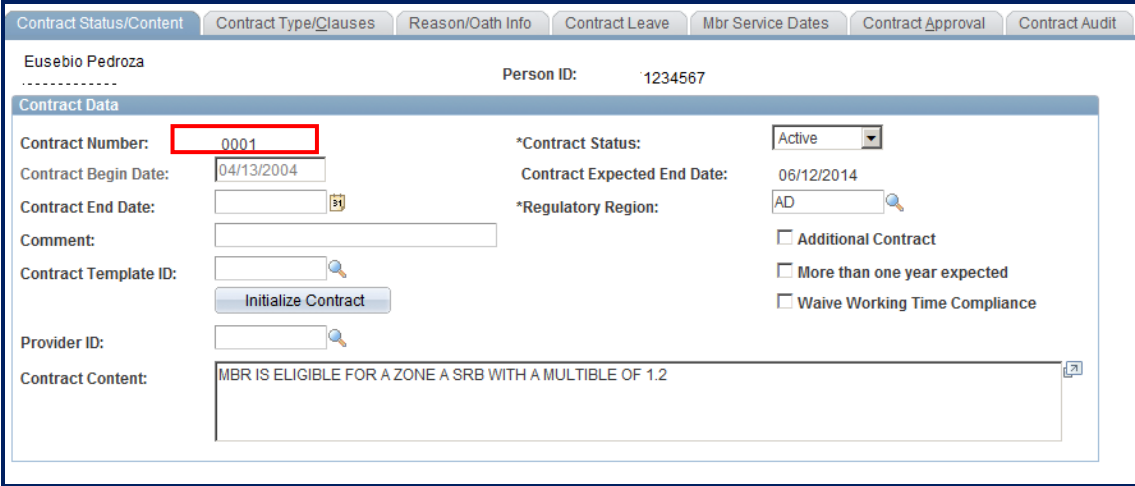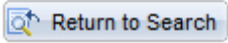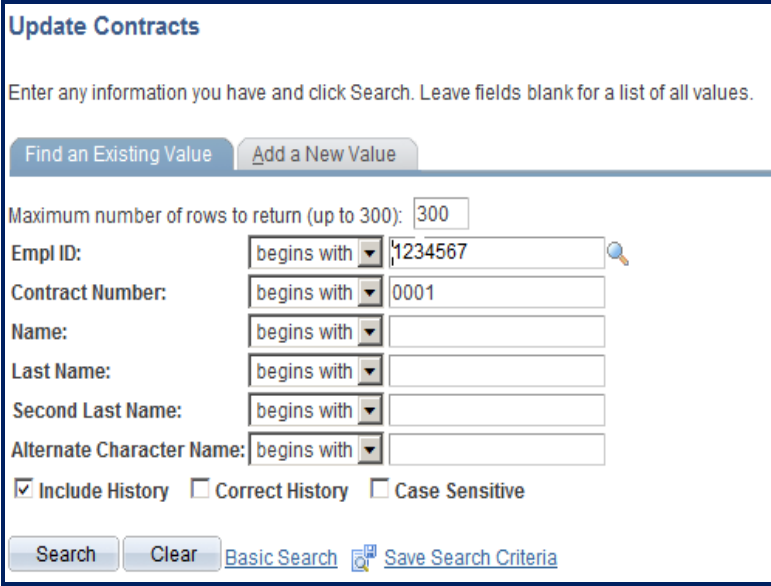| Step	Action
6	**Action Request** **Approval/SOD for Accessions** Darth Vader • Review hire data in the Request Information box. • To approve a Hire Request, press the Approve button. • To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator. • After a Hire Request has been approved, data will be pushed to DA 8.0. **Request Details** Employee ID: 1234567 **Request Approvers** Approver: 7654321 Sylvester Cat Comment: [Approve] [Deny] **Accessions Hire Approval** ▽ **Delegation Approval Process:Approved** One Approval level **Approved** ✔ Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM ▽ **Comment History** Mickey Mouse at 05/18/2013 - 2:55 PM View History If Approved, the Approve/Deny buttons will gray out after system saves the approval. You can now click on the "X" at the top of the document to close this page and repeat the process for the next accession.

Accessions – Contract Data

Introduction   This section provides the procedure for completing the contract of a an Active Duty member (rehire)

_____

Procedure   Follow these steps to complete the contract of an active duty member returning to the Coast Guard

Step	Action
1	From the portal Page, navigate to Contract Data found on the Career Management pagelet
2	Enter member's EMPLID and click on **Find an Existing Value**

Active Duty Rehire

Step	Action
3	. Contract Status/Content will reveal the current contract number. You should choose the **next sequential number** (in this example, we see the contract number is 0001: the next number will be 0002)
4	 Click Return to Search
5	 Click **Add a New Value** and enter the new contract number (see below)

Accessions – Contract Data, Continued

6	
	Alter contract number to **0002** (or next sequential number) and click **Add**
7	
	Contract Status/Content page will appear as above Ensure Contract Begin date <u>equals new Accession date</u> Regulatory Region must be altered from USA to AD/RES **Contract Content** <u>must be populated</u> with a statement Navigate to **Contract Type/Clauses**

Continued on next page

Accessions – Contract Data, Continued

8	
	Enter **appropriate** Contract Type from the **drop-down**
	Under Contract Clauses you may select Clause Status (optional/required) and enter any contractual specific comments (i.e. guaranteed school, etc.)
	Navigate to **Reason/Oath info**
9	
	Enter Contract Term Years/Months/Days (this will vary depending upon the situation)
	Select a Reason from the drop-down
	Select Member Signature Date
	Add Name of Oath Administrator, applicable Military Grade and **City/State** where contract was administered <u>if there was a break in service</u> (if not, use the **Initial Place of Enlistment**)
	Navigate to **Contract Leave tab**

Accessions – Contract Data, Continued

10	
	Enter number of days leave to sell as outlined in current policy
	Navigate to Mbr Services Dates

Accessions – Contract Data, Continued

11	

Assigned Seniority Dates			Customize | Find | View 5 |	First 1-14 of 14 Last
Seniority Date	**Control Value**	**Labor Seniority Date**	**Override**	**Override Reason**
ACTIVE DUTY BASE DATE		03/07/2009	☑	
AD PAY SCALE DATE		06/12/2013	☐	
CMA DATE		06/12/2013	☑	
CURRENT AD DATE		06/12/2013	☑	
DIEMS DATE		01/31/2006	☑	
EXPECTED AD TERM DATE		06/11/2017	☑	
EXPECTED LOSS DATE		06/11/2021	☑	
JOB FAMILY ENTRY DATE		06/12/2013	☑	
MIL OBLIGATION COMPL DATE		06/11/2017	☑	
PAY ALLOWANCE DATE		06/12/2013	☑	
POINTS SWE DATE		06/12/2013	☐	
PAY BASE DATE		03/07/2009	☑	
DATE OF RANK	436094	06/12/2013	☐	
ROTATION DATE		07/01/2015	☑	

Recalculate Seniority Dates

Click **View All** on Assigned Seniority Dates
Note: these dates should concur with the dates set during the ACCESSION
process; if not, return to **Job Data** and verify the dates entered during
ACCESSION process are entered correctly.

Navigate to **Contract Approval**

Accessions – Contract Data, Continued

Step	Action
12	 Click on Submit for Approval and approval will be routed to Approving SPO

Contract Approval

Introduction   This section provides the procedure for approving a contract.

Discussion   SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.
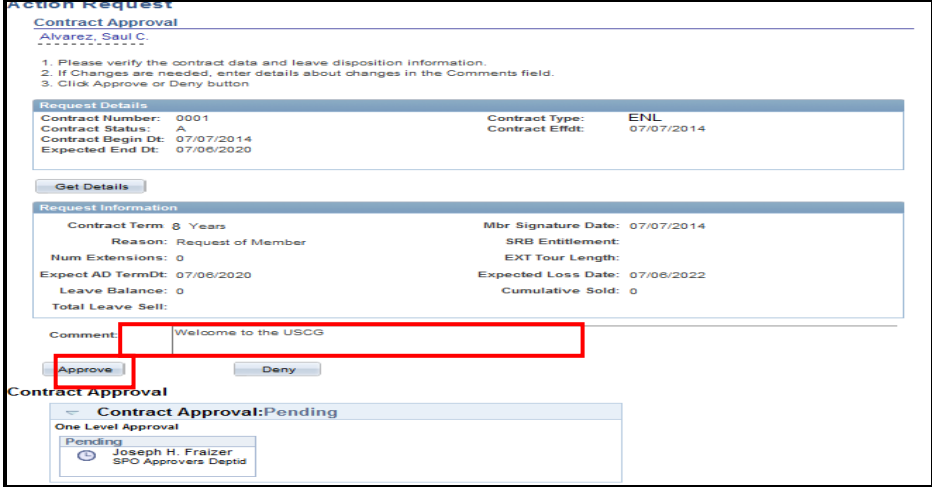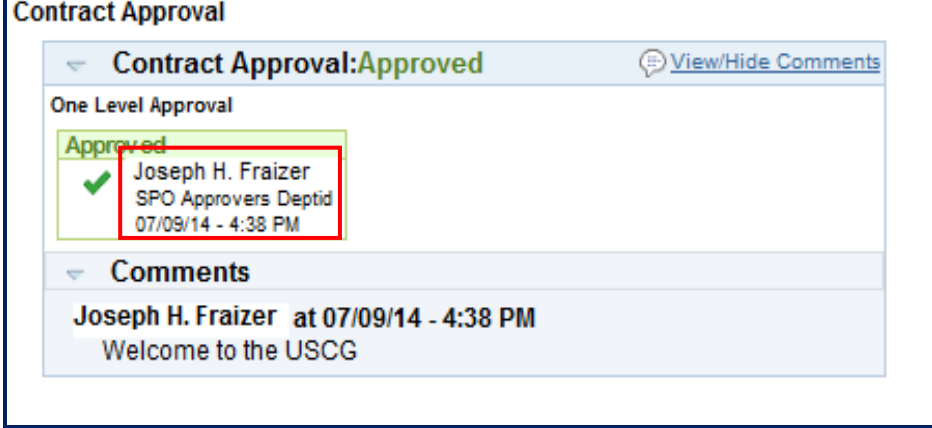
Procedure   Follow these steps to approve a contract

Step	Action
1	Approver should select Requests
2	Select View My Requests (all types)
3	Select **Requests I am Approver For** and **Populate Grid**
4	Click on **Approve/Deny**

Contract Approval, Continued

Step	Action
5	 Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user
6	 Contract is approved. Member is fully Accessed into USCG